

RESIDENTIAL LANDSCAPING APPLICATION

APPLICATION:

A landscape plan for new residences must be submitted prior to requesting a certificate of occupancy inspection. An application, plans and fees must be submitted to the Building and Development Services offices to obtain the required permit.

The following section of the Lakeway Code of Ordinances applies to landscaping:

- Section 24.02.401

CHECKLIST:

This list has been prepared as a tool for submitting a complete landscape permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- Project Information Sheet
- Submittal Documents
- Exhibits (click on links below)
 - ❖ [Foundation Plant Locations](#)
 - ❖ [Drainage Plan Exhibit](#)
- Applications

The City Building Commission (CBC) reserves the right during their final compliance inspection to impose additional requirements such as more grass and/or plantings.



Building & Development Services
1102 Lohmans Crossing, Lakeway, TX 78734
Phone: (512) 314-7540 Fax: (512) 314-7541
www.lakeway-tx.gov

LANDSCAPE PROJECT INFORMATION SHEET

General Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

★ This information sheet must be submitted with the application for the landscaping permit.

QUESTIONNAIRE:

What is the estimated project valuation? \$ _____.

Is there an active Architectural Control Board (ACB) over the subject property? Yes ☐ or No ☐? If yes, provide evidence of plan submission to the ACB.

Is this a golf course property? Yes ☐ or No ☐?

Were there any protected trees removed in association with the new house permit issued Yes ☐ or No ☐?

If yes, were there any requirements for replacement trees? Yes ☐ or No ☐? If yes, show the required number of replacement inches on plan and provide replacement tree sizes in **diameter inches only**.

SUBMITTAL DOCUMENTS

- **General Notes**

Provide the following notes:

- Drainage will not adversely impact adjoining lots and that drainage exiting the lot onto an abutting property will be directed to a common property pin.
- Irrigation lines will be no closer than 3" of back of curb of street OR, if no curb and gutter, indicate that the irrigation lines will be no closer than 7' from hard surface of street.
- Vertical construction, including shrubs, rocks, retaining walls, corner posts, light supports, etc. will be no closer than 8' of pavement edge.
- Retaining walls located within the front or golf course setback will not exceed one foot above the material being retained (*if applicable*).

- **Survey/Site Plan**

Site plan/surveys shall be dimensioned and drawn upon suitable material and shall:

- Include a topographic survey of area with 1' contours if possible.
- Provide the name and contact number of the landscape designer and landscaper; identify the street number and street address of the property and provide the location and dimensions of easements and setbacks. Provide the location of all structures erected on the property
- Locate all plants, sod, trees and proposed hardscape features. Provide a plant legend with type, size and quantity of each plant and tree; provide the variety of sod and indicate that all areas disturbed during construction will be covered with sod
- Provide a 5' deep landscaping bed along the house foundation and 12' down each side of the house facing a street and if applicable, provide a 5' deep bed along the house foundation and 12' down each side of the house facing the golf course
- Show ground cover of either lawn grass, vines or approved contained gravel[★] to hard surface of a street (from a line beginning twelve (12) feet behind the front corners of the home facing a public or private street and extending to the side property lines and to the hard surface of the street) and to the golf course property lines (from a line beginning twelve (12) feet behind the corners of the home facing golf course property and extending to the side and rear property lines).
- Indicate direction of surface water flow by use of directional arrows and be sure to direct all drainage to dedicated drainage easements (the public utility easements along interior residential lot lines are also considered drainage easements). Surface water is not permitted to drain laterally.

- **Additional Requirements**

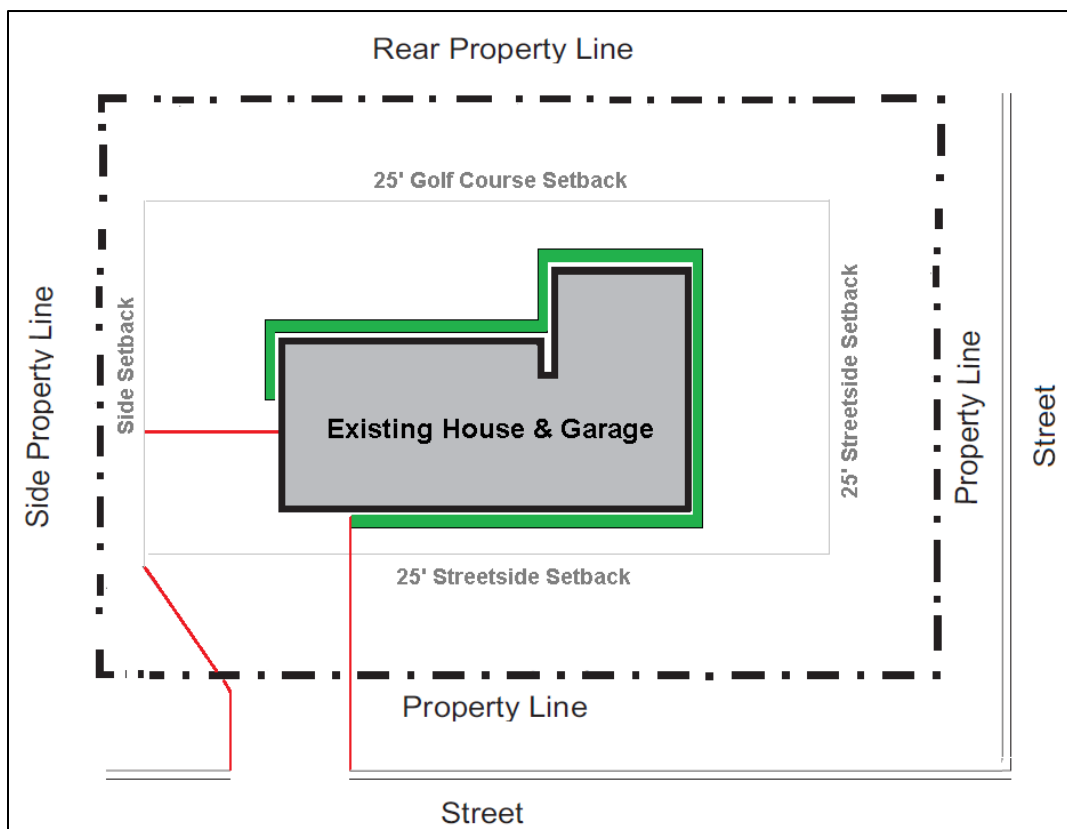
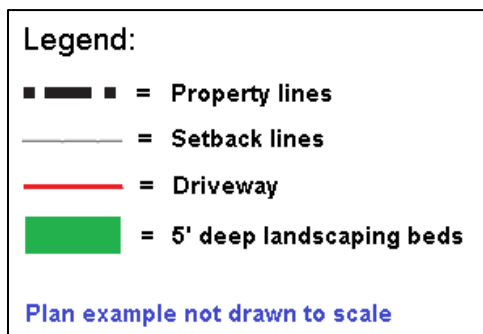
- Provide the location of any masonry walls and indicate whether existing or proposed. If wall is included as part of the landscaping submittal, provide details such as:
 - Materials; indicate whether the wall is dry-stacked or mortared; provide the height of the wall. Indicate that fall protection (safety rail or guardrail) will be provided along the top of the wall; rail type is dependent on the distance above grade.
 - Provide two copies of a drawing or photograph of the materials proposed for fall protection; must be constructed of wrought iron, wood (finished and identical on both sides), steel, or a pre-cast concrete railing system. Materials not approved include welded fabric, hog or chicken wire, or similar products.

[★] Note that all references to approved contained gravel must be approved by the City Building Commission (CBC) during one of their regularly scheduled meetings.

FOUNDATION PLANT LOCATIONS

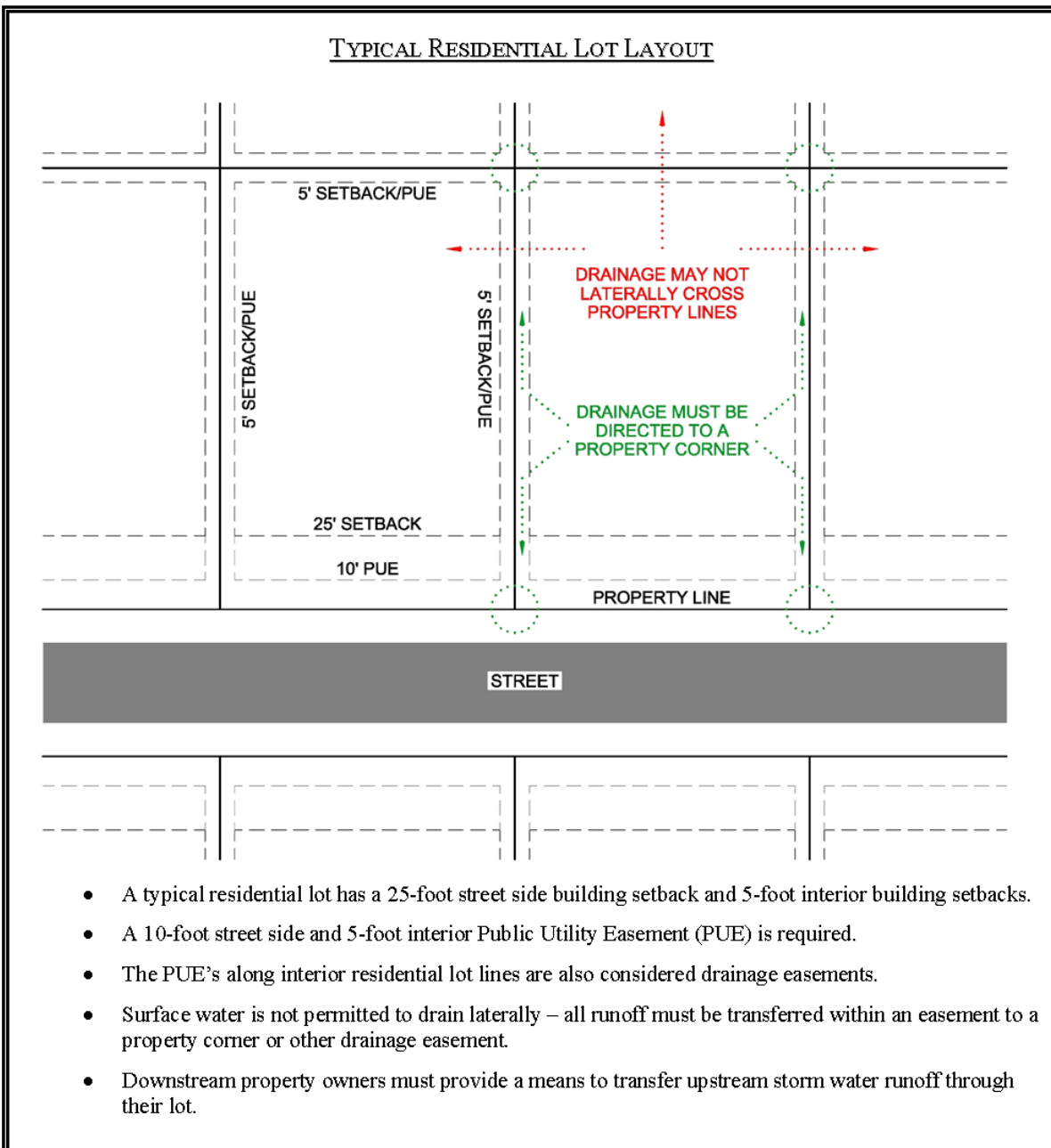
The illustration shown below is an example of a number of possible property layout scenarios which impact foundation plant locations.

Should the property abut a golf course, a 5' deep landscaping bed is required along the house foundation and 12' down each side of the facing the golf course, if not, the 5' deep landscaping bed is limited to being placed along the house foundation and 12' down each side of the house where it faces a street or streets.



DRAINAGE PLAN EXHIBIT

Ensure that drainage is directed to a drainage easement and does not have a negative impact on adjacent properties. Earthen berms, swales or small rock walls may be used to divert runoff to where it should go. Surface water is not permitted to drain laterally across property lines; it must be directed to a property corner.





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APPLICATION FOR RESIDENTIAL BUILDING PERMIT

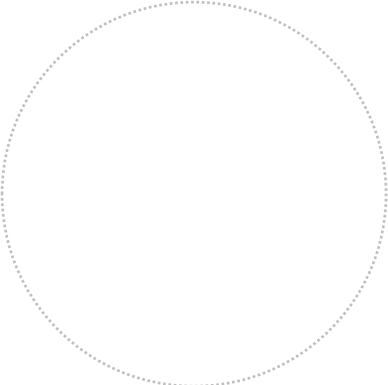
(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- | | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> NEW HOUSE | <input type="checkbox"/> ADDITION | <input type="checkbox"/> POOL/SPA |
| <input type="checkbox"/> DECK/PATIO | <input type="checkbox"/> FENCE | <input type="checkbox"/> LANDSCAPING |
| <input type="checkbox"/> RE-ROOF | <input type="checkbox"/> HVAC CHANGE OUT | <input type="checkbox"/> OTHER: _____ |

ADDRESS OF PROPERTY:		GOLF COURSE LOT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):		VALUE OF PROPOSED WORK:	
PROPERTY OWNER NAME:	TELEPHONE:	E-MAIL	
MAILING ADDRESS:	CITY:	STATE	ZIP CODE
CONTRACTOR:	CONTACT NAME:	TELEPHONE:	E-MAIL
MAILING ADDRESS:	CITY:	STATE	ZIP CODE
BRIEF DESCRIPTION OF PROPOSED WORK:			

(FOR CITY USE ONLY)

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to twelve (12) business days per review.</p>	
<hr/>	
APPLICANT SIGNATURE	
<hr/>	
PRINTED NAME	DATE

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:




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REEXAMINATION REQUEST

PROJECT ADDRESS: _____

☐ PRE-ISSUANCE

☐ POST-ISSUANCE

APPLICANT:	TELEPHONE:	E-MAIL	
MAILING ADDRESS:	CITY:	STATE	ZIP CODE

PLEASE USE THE SPACE BELOW TO FURTHER DESCRIBE THE CONTENT OF YOUR REQUEST:

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to seven (7) business days per review.

APPLICANT SIGNATURE

PRINTED NAME

DATE

(FOR CITY USE ONLY)

PERMIT NUMBER:

NOTES:

